

**CITY OF HELOTES  
EXTERNAL JOB ANNOUNCEMENT  
HUMAN RESOURCES EXECUTIVE SECRETARY-PART-TIME**

**DATE:** July 18, 2016  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** \$13.07-\$14.31  
**CLOSING DATE:** August 18, 2016@5:00 P.M.  
**APPLICATION:** Application & Resume required, submit to Human Resource Department

**JOB SUMMARY:**

Under general direction of the Human Resource Manager, assists customers via the telephone, performs typing, clerical and filing duties and does related work as required. Assists with the administration of City policies and procedures pertaining to personnel issues, employee benefit programs and risk management to comply with all federal, state and local laws. Types all personnel related contracts and documents.

**ORGANIZATIONAL RELATIONSHIPS:**

Uses tact, diplomacy and a helpful attitude in all contacts with the public and other employees; communicates effectively and courteously with the public, Council, and coworkers in person, in writing and by phone.

**ESSENTIAL JOB FUNCTIONS:**

- Filing, researching, duplicating, computer skills, multi-tasking, organizational skills.
- Operates PC and printer, Fax machine, typewriter and copier machine.
- May be required to use tact and diplomacy to handle irate calls in a professional manner.
- Assists in administering employee benefit programs such as group health, dental, vision and life insurances, retirement programs and section 125 Cafeteria Plan.
- Assists with maintaining the City's website pertaining to HR issues.

- Assists in communicating benefits to employees through a variety of methods such as periodic presentations and question and answer sessions.
- Maintains extensive, organized record keeping systems and files, to include official City personnel files, insurance coverages and cases, employee benefit programs, benefits portal and all personnel policy documents.
- Assists in analyzing data for trends, to include conducting surveys and evaluations of alternative programs.
- Assists in processing liability, workers' compensation and property insurance and liability claims.
- Assists in proving oversight of employee leave program, including the management of leaver taken under the Family Medical Leave Act.
- Assists in scheduling Special Events Assistants to work City functions, as needed.
- Assists in preparing and presenting studies, reports and recommendations as directed by the City Administrator, which may consist of detailed analytical reports and interpretation of studies.
- Assists in maintaining all personnel-related files in accordance with the approved records retention schedule.
- Furnishes badges to employees.
- May be required to assist in other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of Microsoft Office.
- Excellent prioritizing and problem solving skills.
- Good organizational skills.
- Ability to work well under pressure and follow oral and written directives.
- Ability to read, write and communicate effectively in person and by telephone.
- Ability to read, write and converse fluently in English.
- Ability to work closely with others as part of a team.
- Ability to operate a variety of office equipment, including a personal computer.
- Ability to perform various tasks while subject to interruption and to perform work according to schedules and time lines.

### **QUALIFICATIONS:**

- Must be able to type 50 wpm.

### **EDUCATION & EXPERIENCE:**

- High School Diploma or GED.
- Two year general business and clerical experience involving public contact and working knowledge of office procedures.
- The City will consider any other combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

### **CERTIFICATES & LICENSES:**

- Must possess and maintain a valid Class “C” Texas Driver’s License.

### **PHYSICAL REQUIREMENTS:**

- May be required to carry, hold, lift, push and pull a minimum of 35 lbs.
- May be required to file and retrieve documents from 4-drawer file cabinets.
- Sits for extended periods of time.
- All employees are subject to random drug testing.

### **WORK ENVIRONMENT:**

- Conducts work primarily in an office environment.

### **WORK HOURS:**

- Monday – Friday. Varied hours as assigned.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**Helotes is EOE**

**See City of Helotes website for application. Submit with resume to [jhenckel@helotes-tx.gov](mailto:jhenckel@helotes-tx.gov). Also accepting application and resume by regular mail, or fax#210-695-6520**